



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Keenan Cloern
Applicant Title: Hopkins County Clerk
Office Address: 24 Union St.
Madisonville, KY 42431
Phone Number: 270-821-7361
Email Address: keenan.cloern@ky.gov
Federal ID Number: 61-6000862

Part B: Project Summary

Total Funds Requested: \$ 122,500

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The Hopkins County Clerk's Office seeks to digitize 342 deed books, which span from years 1807-1972, and are in fair condition. These books, which are historically significant to the settling and development of Hopkins County, represent the earliest land transactions in the county. The volumes are currently stored in the clerk's office and accessed each day by a plethora of individuals, including historians, property title searchers, genealogists, and other researchers.

The project will result in the completion of a database that is accessible via public lookup terminals at the clerk's office, as well as titlesearcher.com. Online storage will ensure that records will be accessible even in the event of a natural disaster. As many older deedbooks are heavy and awkward to retrieve, digitization may eliminate the need to use a ladder to reach them. This project will complete the digitization of our deedbooks, as books 342 and up have already been digitized, uploaded and indexed.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Business Information Systems
Vendor Address: 333 Industrial Park Rd.
Piney Flats, TN 37686
Vendor Phone and Email: 866-514-5192

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Deed books 1-340 (includes electronic copy for KDLA and transport of books)	1807-1972		\$122,500
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost	\$122,500		

Section 2

Vendor Name: _____
Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Hopkins County Clerk's Office is committed to making records easily and readily available to the public. We have a well-trained staff and adequate work space to accommodate several individuals. Our deputy clerks work daily to improve the quantity and ease of access of records available online. Not only can we provide work space, but possibly personnel, supplies, and equipment. We desire for this project to go as smoothly as possible and will assist in any way we can. Once scanned, digitized, and uploaded to titlesearcher.com, our deputies will index all deed books, which will complete archiving of our deed books.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

These records, in paper format, are currently stored at the Hopkins County Clerk's Office. If grant monies are received, digital copies will ensure that these records can be maintained even in the event of a fire.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐

Although we are already compliant, digitization may eliminate workload for deputies when records are sought by allowing for online search and retrieval from any location.



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Digitization of deed books would allow for online access both in the clerk's office and outside of the clerk's office. This will be beneficial and time saving for our local attorneys and other researchers. The peace of mind provided by digitization of records will last indefinitely as they will still be accessible even in the event of a fire or natural disaster. Upon receipt of grant, the Hopkins County Clerk's Office will send a press release to all local media outlets to pique interest in not only the project, but also the security it provides.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐
4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

Thank you for the opportunity to apply for this grant! KDLA is extremely beneficial in the assistance of record preservation. We are grateful for the help and guidance.



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



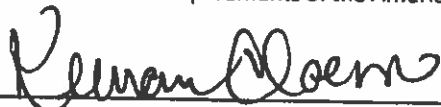
Authorized Local Government Official

Keenan Cloern, Hopkins County Clerk

Typed or Printed Name and Title

4/11/2019

Date



Official Custodian of Records

Keenan Cloern, Hopkins County Clerk

Typed or Printed Name and Title

4/11/2019

Date

Hopkins County Clerk Keenan Cloern
245 Union St., Madisonville, KY 42431
270-821-7361

INVITATION FOR BID PROPOSAL

The Office of the Hopkins County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than April 10, 2019 to be considered.


Signature/Title


Printed Name


Date

Attachment A

Scan and digitize deed books 1-340 (approximately 204,000 total pages, 13x18 inch in size) and provide digital copies.

*It is the responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

*If you do not wish to bid, please submit a NO BID

If you have any questions, please contact:

Jenny Menser
Hopkins County Clerk's Office
24 Union St.
Madisonville, KY 42431
Email: jenny.menser@ky.gov

Thank you!



March 27, 2019

Ms. Jenny Menser
Hopkins County Deputy Clerk
24 Union Street
Madisonville, KY 42431

Dear Ms. Jenny Menser,

Please find a quote for the scanning of Hopkins County's record books detailed following. This project addresses 340 volumes with a Good Faith Estimate of 204,000 pages. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this quote.

This assessment also contains photographic documentation of the volumes.

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile does not subscribe to the "scan it and forget it" philosophy. Our services differ because materials are addressed according to condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical pages. Kofile invests in the best hardware and software. Many projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

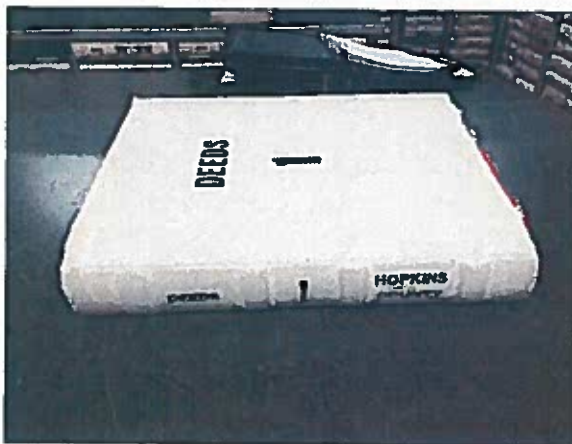


Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

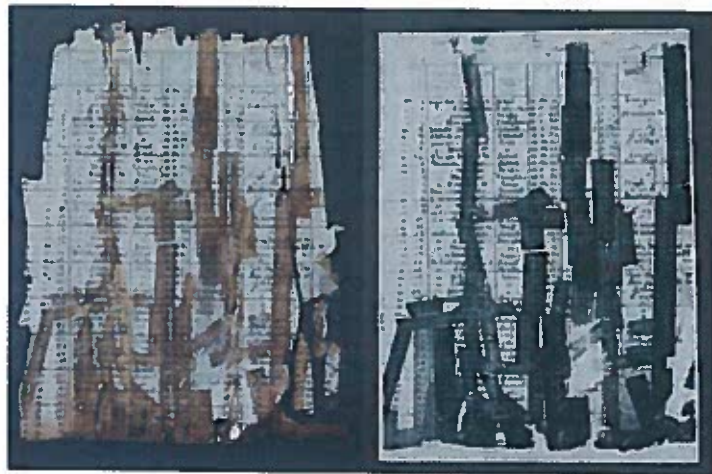
Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to

7903 THORNDIKE ROAD, GREENSBORO, NC 27409
P: 336/542-5115 F: 336/283-5327 INFO@KOFI.COM



ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.

If requested, annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



What would this image look like if imaged "AS IS?"

The tape may compromise legibility.

Image Capture

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the County's original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements.

Advanced Equipment

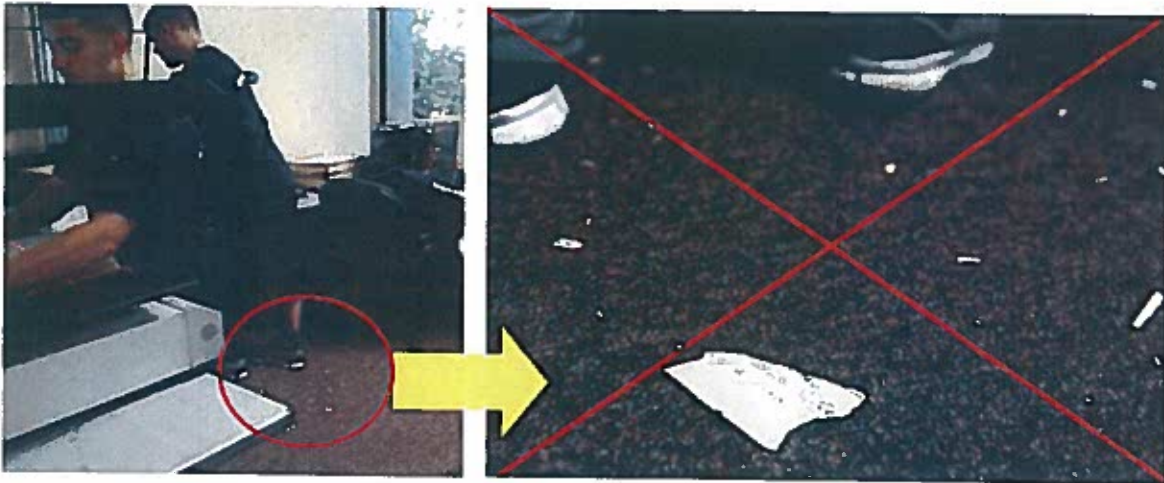
Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile employs a range of scanners to tailor imaging services to scan mixed-sized and large-format documents. Technical scanning equipment includes Fujitsu, Kodak, WideTEK, Scan Optics, and Context. Each scanner employs page detection to adjust for varying sizes of paper and thicknesses to reduce "pull-throughs" on thin papers following thick bond.

WideTEK—A wide-format duplex scanner for dual-sided documents up to 36" in width (see bottom right). The scanner needs only 2.5 seconds to scan both sides of a page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle transport and digitizes without damage to the source document.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each and every image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.



The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched" Courier Press, August 21, 2013 <www.courierpress.com/news/local-news/digitizing-historical-records> and <www.courierpress.com/news/local-news/county-digitizes-century-old-records>.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

Archival Microfilm

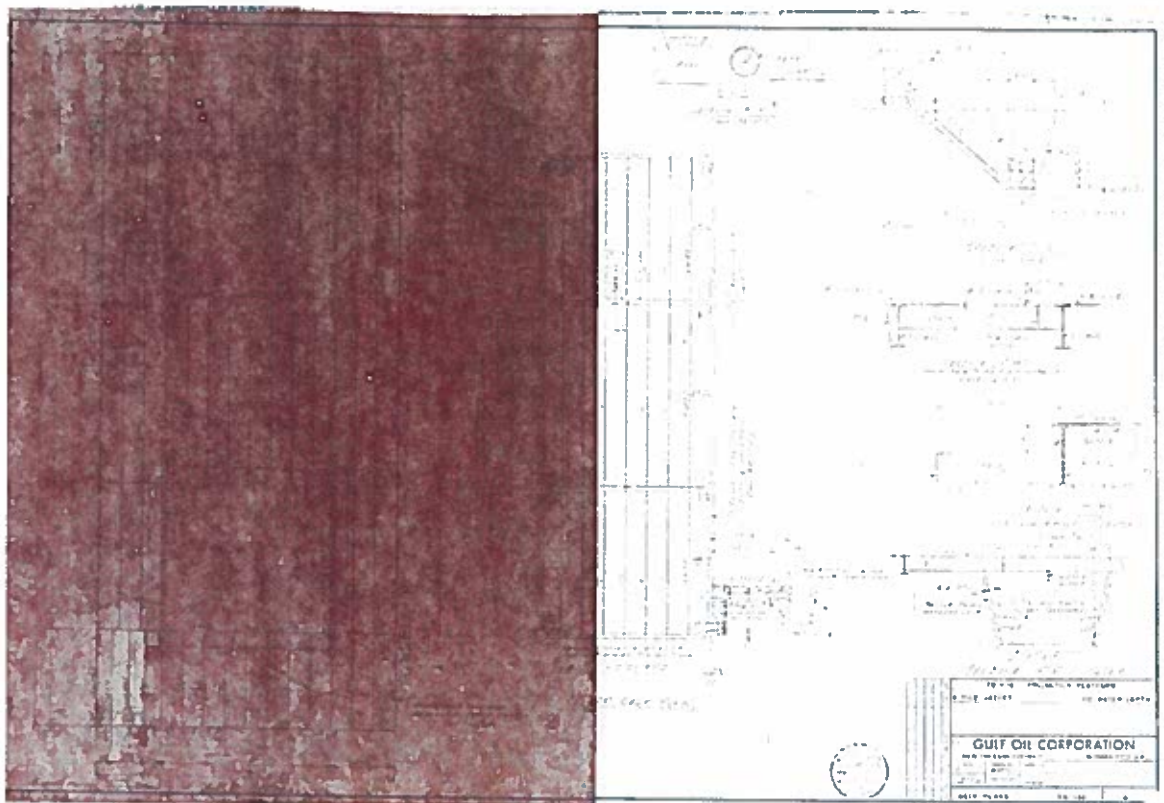
In March 2011, Kofile's parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, the County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and Photostat) are captured on 16 mm microfilm. Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size.



A technician captures a historical page on a flat bed scanner.



A WideTEK scanner captures oversized document and plats.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

PROJECT PRICE QUOTE

Please note that all pricing is valid for the inventory herein for 90 days.

HOPKINS COUNTY, KY PRESERVATION OF HISTORICAL VOLUMES				
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	SHEET SIZE	(IM) ARCHIVAL IMAGING
Deed Records	1-340	204,000	18½ x 12½	\$255,000.00

COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual page counts per the applicable unit pricing.

Signature of Authorized County Representative

Title

Date

(IM) Archival Imaging—*Capture, Processing, & Enhancement*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- If applicable, IMAGE PERFECT is Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- If applicable, images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Accessibility of Records

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between the County and Kofile.

- The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Hopkins County, and to working together for the imaging and access of its public and historical assets.

Sincerely,

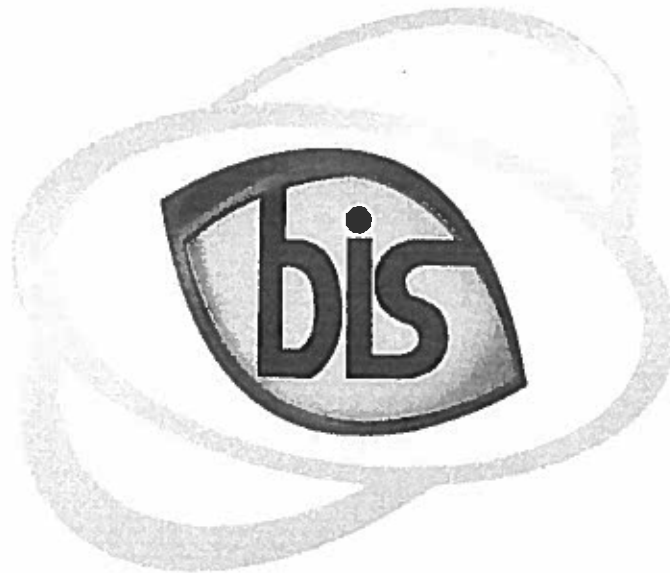
Rick Meader

Rick Meader
Account Manager
Rick.Meader@kofile.us

rmh



**BUSINESS INFORMATION SYSTEMS
RESPONSE TO KDLA BID PROPOSAL
FOR HOPKINS COUNTY, KENTUCKY**



Contact Information:
Jeremy Dugar, Sales Representative
(866) 514-5192 or (423) 534-6929
Business Information Systems
333 Industrial Park Rd.
Piney Flats, TN 37686



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

Microsoft 
Registered Microsoft Partner



April 10th, 2019

Keenan Cloern
Hopkins County Clerk
24 Union St.
Madisonville, KY 42431

Dear Keenan,

Business Information Systems (BIS) is submitting this proposal regarding your preservation project in response to your invitation for bid proposal.

BIS has digitized millions of images that are being used today by over 300 government entities. These previous digitization projects have laid the foundation for a successful procedure for the Hopkins County Clerk's Office. BIS will meet and exceed the expectations of the Hopkins County Clerk's Office.

Please take a moment to review the enclosed proposal. The proposal includes answers to the *Special Conditions* section of your invitation, as set forth by the KDLA, as well as customer references, sample images and price quotations.

Any questions relating to this proposal should be directed to Jeremy Dulgar, Solutions Consultant, at 866.514.5192 or Jeremy.dulgar@bisonline.com. We look forward to working with you in the future.

Sincerely,

Jeremy Dulgar
Solutions Consultant
Business Information Systems



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

Microsoft
Registered Microsoft Partner





Special Conditions per the Kentucky Department for Library and Archives w/ BIS responses:
Note: BIS responses are *italicized in blue*.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky State Archives and Records Commission, or from offerers who use certified laboratories to process their microfilm.

BIS' microfilm processes are certified by the Kentucky State Archives and Records Commission and are guaranteed to meet or exceed all quality standards.

2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:0550. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.

BIS maintains a very high standard of ethical business practices. Our policies conform to the Kentucky Department for Libraries and Archives' standards and regulations. As with past projects, BIS does not expect or anticipate payment until after each roll is tested and approved by the department.

3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.

BIS will provide the Kentucky Department for Libraries and Archives Copies of digital images upon completion.

4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.

BIS will submit the silver master to the Kentucky Department for Libraries and Archives once the primary copy has cleared quality control.

5. Roll microfilm used in this project must be polyester based.

BIS' microfilm utilizes a polyester base.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

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Registered Microsoft Partner



6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll. (Note that miscellaneous items that may be filmed together are indicated on the attached list.)

For the most efficient use of the storage facility, BIS utilizes 100', 131', and 200' rolls. Roll counts are calculated based on the number of images to be filmed and type of book.

8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.

If necessary, BIS will perform an onsite evaluation of all materials. If an onsite evaluation cannot be made, a remote evaluation will take place via phone. BIS warrants that this proposal will meet all of Hopkins County's special conditions.

9. Clarifications of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.

BIS will provide any further clarification of all terminology utilized in this proposal for the Hopkins County Clerk's Office and the KDLA when needed.

10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or segment for which the offerer is making a proposal, and a total cost of all sections bid on.

BIS has constructed our proposal in line item format. The total price of the project can be viewed on the last line of the proposal.

11. Offerers must provide services or materials within the term of the grant following the beginning of the FY-20 and subsequent availability of state funds.

BIS has the capacity to satisfy the conditions of service in this proposal within the 2020 fiscal year.

12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.

Upon acceptance of our proposal, BIS accepts all legal obligations to fulfill any contractual agreements as outlined by Washington County and the KDLA.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

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Registered Microsoft Partner



13. Selection of a bid proposal is contingent upon the award of the Local Records Program Grant and subsequent availability of state funds.

BIS shall not perform any services, provide any equipment, nor bill for either, prior to the receipt of grant funds.

14. Written bid proposals must be received no later than April 15th, 2019 to be considered.

BIS' proposal has been completed, as outlined, and shall be submitted within reasonable time prior to this deadline of April 15th, 2019.



Business Information Systems
333 Industrial Park Road
Piney Flats, Tennessee 37686

Microsoft
Registered Microsoft Partner



PROPOSAL

Business Information Systems
333 Industrial Park Road
Piney Flats, TN 37686

Proposal Number: SAQ9650
Proposal Date: 04/10/19
Page: 1
Date and Time: 04/10/19 10:03:31

Sell
To: HOPKINS COUNTY CLERK
KEENAN CLOERN
24 UNION STREET
MADISONVILLE, 42431-2588
United States

Ship Via	
Ship Date	04/10/19
Terms	Net 20

Customer ID HOP010
SalesPerson Jeremy Dulgar

Description	Unit	Qty	Unit Price	Total Price
<<<<<<<KDLA BID RESPONSE>>>>>>>				
Deed Book Scanning* [Deed Books 1-340]	EACH	340.00	350.00	119,000.00
BILLABLE TRAVEL TIME (MICRO)	day	7.00	500.00	3,500.00

- All images will be viewable by Book and Page number
- All images will be available for indexing by the county through the back-indexing application

*Scanning to be done on-site at BIS facilities. BIS will make all records available during time on-site. Upon an on-site record request, BIS will scan and email or fax at their expense a copy of the requested record to the individual/entity that has submitted the request.

Amount Subject to Sales Tax 0.00	Amount Exempt from Sales Tax 122,500.00
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Subtotal:	122,500.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	122,500.00

MEMO:

Initially, The Hopkins County Clerk's Office sought to scan documents on-site. Upon learning that vendors could transport deed books in a secure manner and access their information when needed, we amended our specifications to allow books to be scanned at another location.

A vendor who had previously declined to bid was alerted that scanning could now be done off-site. Said vendor declined to bid again due to time constraints.

Menser, Jenny (Hopkins County Clerk)

From: Dennis Sloan <DSloan@myios.com>
Sent: Thursday, March 07, 2019 10:48 AM
To: Menser, Jenny (Hopkins County Clerk)
Subject: Re: invitation to bid

Thanks for the update.

Unfortunately I won't bid on this project as we no longer do scanning on-site. It just was not cost effective for the client or IOS. Please keep me in mind for future projects or microfilm scanners that replaced older reader-printers.

I hope the project goes well.

Dennis W Sloan

Document Management Specialist | Imaging Office Systems
o: 800-875-9545 | c: 502-295-4790 | f: 260-244-7238

Website: www.myios.com

Outsourcing | Business Process Automation | ECM Software | Professional Services | ScanPro 3000
ScanPro 3000 Demo

<https://www.youtube.com/watch?v=fQW8HUZOqgs>

From: Menser, Jenny (Hopkins County Clerk) <Jenny.Menser@ky.gov>
Sent: Thursday, March 7, 2019 11:38 AM
To: Dennis Sloan
Subject: RE: invitation to bid

The scanning would need to be performed on-site, as the books contain land deeds that we would need continuous access to. I have reached out to KDLA, but I am guessing we would need film backup in the forms you mentioned. They will need to be in TIF format and will be uploaded to titlesearcher.com. If possible, I'd like to have proposals back by the middle of next week. Thank you!

From: Dennis Sloan <DSloan@myios.com>
Sent: Thursday, March 07, 2019 10:10 AM
To: Menser, Jenny (Hopkins County Clerk) <Jenny.Menser@ky.gov>
Subject: Re: invitation to bid

Hi Jenny - I do have a few questions for you.

1. Can the scanning be performed at our conversion facility or do you require on-site?
2. KDLA usually requires a film back-up for scanning projects - one silver roll and a duplicate diazo. Does this apply for your project?
3. Can we pick up all the books at one time or do you want pick-up dates staggered?
4. What file format do you require? Example PDF or TIF.
5. What is the name of the system you want the images loaded up to?

Menser, Jenny (Hopkins County Clerk)

From: Dennis Sloan <DSloan@myios.com>
Sent: Thursday, April 11, 2019 12:53 PM
To: Menser, Jenny (Hopkins County Clerk)
Subject: Re: Invitation to bid

Hi Jenny,

Yes, I remember. That was the reason we didn't bid was the on-site stipulation. Unfortunately for you to receive it by Monday I would have to over-night a proposal today, but I'm not in the office.

I'm sorry I wasn't able to help this time.

Dennis W Sloan

Document Management Specialist | Imaging Office Systems

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ScanPro 3000 Demo

<https://www.youtube.com/watch?v=fQW8HUZQbgs>

From: Menser, Jenny (Hopkins County Clerk) <Jenny.Menser@ky.gov>
Sent: Thursday, April 11, 2019 12:32 PM
To: Dennis Sloan
Subject: Invitation to bid

Dennis, I had previously reached out to invite you to bid on a job for the Hopkins County Clerk's Office to scan and digitize 340 of our deed books. In the original invitation, I stated that the scanning would have to be done on-site. However, after consideration, we decided that scanning can be done off-site. But the downside is, the deadline to apply for the grant is Monday. Are you still interested in bidding? My apologies for the short notice.

Jenny Menser
Deputy Clerk
Hopkins County Clerk's Office
24 Union Street
Madisonville, KY 42431
270.821.7361 ext. 3